



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 128**
Plan Reviews by Appointment

DATE: December 5, 2006
Revised June 4, 2007

As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) offers Plan Reviews by Appointment (PRBAs) as an expedited plan review service for certain types of projects. PRBAs shall be limited to projects that meet all the following conditions:

- Buildings three (3) stories or less in height;
- Buildings having a total floor area of 50,000 sq.ft. or less (*****If shell only**, then buildings having a total floor area of 100,000 sq.ft. or less);
- Buildings limited to one (1) or more of the following occupancy types: Group A-2, A-3, B, E, M (shell only) and S (shell only).
- Property is to be properly zoned for intended use.
- Property is already platted properly at time of PRBA request.

A complete submittal package must be submitted to the DSD a minimum of fifteen (15) working days prior to the date of the appointment. There is a \$200.00 processing fee that is due at the time of plan submission in addition to all normal plan review fees. There is also a minimum \$100.00 fee per hour (one hour minimum each review) for each division reviewing the plans submittal and attendance at the PRBA meeting.

At the end of the expedited plan review, the design team and owner shall meet with the COSA DSD staff to resolve any denial comments identified during the plans review. The goal is to be able to release a building permit no later than one (1) business day after the PRBA.

Procedures:

1. The customer is to submit a **PRBA Request Form** (see following example) via fax, email or mail to:

City of San Antonio
Development Services Department
Building Development Division
Plans and Permits Section – Attn: Development Services Engineer
1901 S. Alamo St.
San Antonio, TX 78204
p: 210-207-8394, f: 210-207-6377, email: michael.shannon@sanantonio.gov

The PRBA Request Form shall be filled out completely and shall include a brief project description including the proposed building area (sq.ft.), number of stories, occupancy classification(s), proposed construction type and proposed fire protection systems.

2. The City will review the PRBA Request Form and, if approved, return the PRBA Request Form to the applicant via fax or email with the scheduled date of the PRBA and the date that the complete building permit submittal package is due at the DSD.
3. PRBAs will be assigned based upon availability and scheduled for 10:00am on Mondays or Wednesdays. Only one (1) PRBA is scheduled on any given day.
4. The customer is to submit the complete building permit submittal package no later than fifteen (15) working days prior to the scheduled date of the PRBA. A PRBA processing fee of \$200.00 shall be added to the plan review fees due at the time of plans submittal.

Note that failure to submit the plans by this time will result in cancellation of the PRBA. The customer would have to resubmit a new PRBA Request Form to the City (see item 1 above) to determine the next available PRBA date.

5. All applicable DSD plans review staff shall complete their review no later than five (5) working days before the scheduled PRBA date. If a plans reviewer denies the review, the plans reviewer shall send a Plans Review Denial Comment Form listing the denial comments for that discipline to the project contact and owner listed on the building permit application.
6. Upon receipt of denial comments from a DSD plans reviewer, it is recommended that the applicable design team member(s) contact the individual reviewer by phone or email prior to the PRBA to ensure that they understand all denial comments and to discuss proposed revision options to ensure code compliance.
7. If all DSD plans review disciplines are approved during the initial review, the building permit shall be issued to the customer in the normal procedure and the PRBA meeting shall be canceled.
8. If any DSD plans review disciplines denied the building permit review during the initial review, the design team and owner shall meet at the previously scheduled PRBA date and time with COSA DSD staff to resolve all denial comments. The PRBA meeting shall be run by a DSD Engineer or other appointed DSD meeting supervisor. The applicable design team members (engineers, architects, designers, etc.) are required to be present at the PRBA so that all denial comments can be resolved at the meeting by presenting all required revised drawings and/or additional information to the DSD plans reviewers. This will help ensure that each review discipline can be approved by the end of the PRBA. The goal of the PRBA is to be able to release a building permit no later than one (1) business day after the PRBA.
9. If all denial comments are resolved by the design team at the PRBA meeting, DSD staff shall prepare the submittal package for building permit approval. This may take up to one (1) additional business day. The customer will be contacted when the approved plans and permit are ready for pick-up.
10. If any denial comments are not resolved by the design team by the end of the PRBA meeting, the customer is required to submit additional response items (revised drawings, calculations or other required information) as outlined in **Information Bulletin 111**.
11. As indicated above, DSD plans reviewers shall charge a fee of \$100.00 per hour (minimum one hour each review) to the project for each review during the plans review process. A

minimum \$100.00 fee per hour per discipline shall also be charged for those plans reviewers that are required to attend the PRBA meeting to resolve denial comments. All fees charged to the project are required to be paid prior to issuance of the building permit.

Should you have any questions regarding the Plan Review By Appointment process, please contact a Development Services Engineer at 210-207-8394.

Attachments:

1. PRBA Request Form



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

1901 S. Alamo, San Antonio, TX 78204

PLAN REVIEW BY APPOINTMENT REQUEST FORM

A Plan Review by Appointment (PRBA) shall be limited to those projects that meet the conditions outlined in Information Bulletin 128. Plans are to be submitted a minimum of 15 working days prior to the date of the appointment. There is a \$200.00 PRBA processing fee that will be collected at time of plan submittal. This processing fee is in addition to the plan review fee. Also, there is a minimum of \$100.00 fee per hour (minimum one hour per each review) for each division reviewing the plan and attendance at the PRBA meeting. A date and time will be appointed after this form has been completed and faxed back to 210-207-6377. ****Attach the confirmation information to the building permit application when submitting the plans for COSA review****

☐ New Structure

☐ Interior Finish Out

☐ Exterior Renovation

PROJECT NAME: _____

Project Address: _____

Project Total Area (sq.ft.): _____

No. of Stories: _____

Occupancy Classification(s):* _____

Construction Type:* _____

Zoning:** _____

Already Platted? _____

☐ Yes ☐ No

Project Description: _____

* As Defined by the COSA Building Code; ** As defined by the COSA Unified Development Code

PRBA REQUEST BY:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Tel #: _____

Fax #: _____

Email: _____

Signature: _____

For Office Use Only

☐ APPROVED

☐ DENIED

DSD Engineer Signature: _____

Scheduled Meeting Date: _____

Plans Submittal Due Date: _____